

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
QUALITY ASSURANCE DIVISION
CHILD CARE LICENSING

CHILD CARE FACILITY
FIRE SAFETY RECORD AND EVACUATION PLAN

Please Post

Check Daily:

- Evacuation plan and procedures are posted
- Exits open freely; exits are not blocked
- Electrical appliances are working properly
- Electrical outlets are not overloaded
- Extension cords are not used in place of permanent wiring
- Fireplaces, wood burning stoves, fireplace inserts, heaters, etc., are used safely and barricaded when needed
- Combustible rubbish is not allowed to accumulate
- Flammable or combustible material is stored safely

MONTHLY FIRE DRILL RECORD

Month:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date:												
Time:												
Number of Children:												
Number of Adults												
Length of Drill:												
Initials of Tester												

SMOKE DETECTOR

Date Detector Checked (Monthly)												
Date Batteries Replaced (Annually)												
Initials of Tester												

FIRE EXTINGUISHER RECORD

Date Extinguishers Serviced (Annually)												
Initials of Tester												

Please write your plan to evacuate children from your facility in case of fire. Use the back of this sheet or attach another sheet answering the following questions!

1. *What will the person discovering the fire do?*
2. *How will you sound the alarm?*
3. *What will you do before the fire department arrives?*
4. *How will you make sure all persons are evacuated and accounted for?*

Providers Name / Address:

Date: